



Do I Qualify?

You may already qualify for Best Workplaces for CommutersSM. Use this checklist to see if your company meets the *National Standard of Excellence*. Check all of the boxes that apply. If you qualify, you can join the program by simply completing the online enrollment form at www.BWC.gov.

Primary Benefits: You must provide at least one of the following primary benefits to qualify:

- ☐ A monthly transit/vanpool pass subsidy of at least \$30.
- ☐ Parking cash out equivalent to at least 75 percent of the total parking costs or a minimum of \$30 per month.
- ☐ A significant telecommuting program that reduces 6 percent of commute trips on a monthly basis.
- ☐ An equivalent option achieving demonstrable benefits agreed to by the Federal Team:

Description: _____

Provide three or more supporting commuter benefits (one if fewer than 20 employees) to qualify:

- ☐ Membership in an employer-based commuter program (Trip Reduction Program).
- ☐ Membership in a local ozone awareness program, in which you agree to notify employees of expected poor air quality and suggest ways that they might minimize polluting behaviors
- ☐ Ridesharing or carpool matching, either in-house or through www.ShareTheRide.com.
- ☐ Pre-tax transit or vanpool benefits
- ☐ Parking cash-out less than \$20 per month/less than 75 percent of the actual parking benefit
- ☐ Preferred parking for carpools and vanpools
- ☐ Reduced parking costs for carpools and vanpools
- ☐ Employer-run vanpools or subscription bus programs
- ☐ Employer-assisted vanpools
- ☐ Employee commuting awards program
- ☐ Compressed work schedules
- ☐ Telecommuting (less than 6 percent of commute trips on a monthly basis)
- ☐ Proximate commute (where employees work at locations closer to their homes)
- ☐ Incentives to encourage employees to live closer to work
- ☐ Incentives to encourage employees to use alternative transportation (e.g., paid time off)
- ☐ On-site amenities (e.g., convenience mart, dry cleaning, day care facility)
- ☐ Concierge services
- ☐ Other options that you may propose. Please describe:

Other Requirements: You must agree to all six of the following items:

- ☐ Designate an individual as a central point of contact for the program (transportation coordinator).
- ☐ Centralize commuter benefit information (e.g., a TRP information board, Intranet website).
- ☐ Promote the availability of commuter benefits to employees.
- ☐ Provide an Emergency Ride Home program to all alternative mode users.
- ☐ Obtain/Exceed a minimum level of employee participation (SOV Rate no higher than 86 percent).
- ☐ Report program progress and success to EPA annually (TRP survey & plan).

**If you meet the National Standard of Excellence,
CONGRATULATIONS!**

You qualify as a Best Workplace for CommutersSM employer! Go to www.bwc.gov by May 21, 2004 to complete the application process.

If you don't qualify, contact your Valley Metro Rideshare representative for assistance.